

Springfield Human Resources Department  
Room 18, City Hall  
36 Court Street  
Springfield, MA 01103

October 3, 2013

To Whom It May Concern:

Pursuant to the Massachusetts Public Records Law, M.G.L. c.66, §10, I hereby request the following records:

- A copy of the policy for reimbursement related to compensated absences that are recorded as liabilities in finances
- A record of the total amount of compensated absences that are recorded as liabilities for FY2011, FY2012 and FY2013

I also request that, if appropriate, fees be waived as we believe this request is in the public interest, as suggested but not stipulated by the recommendations of the Massachusetts Supervisor of Public Records. The requested documents will be made available to the general public free of charge as part of the public information service at MuckRock.com, processed by a representative of the news media/press and is made in the process of news gathering and not for commercial usage.

I expect the request to be filled in an accessible format, including for screen readers, which provide text-to-speech for persons unable to read print. Files that are not accessible to screen readers include, for example, .pdf image files as well as physical documents.

In the event that fees cannot be waived, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

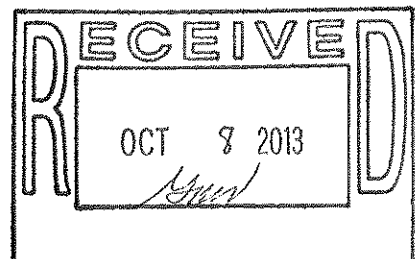
Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 business days, as the statute requires.

Sincerely,

Shawn Musgrave

Filed via MuckRock.com  
E-mail (Preferred): [6959-82037660@requests.muckrock.com](mailto:6959-82037660@requests.muckrock.com)

For mailed responses, please address (see note):  
MuckRock News  
DEPT MR 6959  
PO Box 55819  
Boston, MA 02205-5819



PLEASE NOTE the new address as well as the fact that improperly addressed (i.e., with the requester's name rather than MuckRock News) requests might be returned by the USPS as undeliverable.

